

**OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management**

MEMORANDUM OM 99-18

April 7, 1999

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: List of Available Foreign Language Notices and Remedial Provisions

Costs for interpreters and translators have continued to escalate. In three of the four districts, total costs for interpreter/translation costs were higher in FY '98 than in the previous year. Thus, interpreter/translation costs increased by 23% overall notwithstanding that intake was down by 4% and there had been a moratorium on trials during September 1998. In light of our efforts to pursue economies in this as well as in other areas of casehandling, we requested during 1998 that the Regions send us copies of foreign language notices and remedial language which could be redistributed and recycled upon request.

Attached hereto as Attachment No. 1 is a list of those notices and remedial provisions for which foreign language translations have been obtained. The notices on the list have all previously been posted pursuant to settlements, Board or Court Orders. Xeroxed copies of these foreign language notices and their corresponding English translations will be mailed to the Regional Offices upon request. We solicit your input for future versions of this list which will be updated periodically.

The bulk of the available notices and remedial provisions are in Spanish and have been provided by Regions 24 and 31. Lesser numbers of these documents are available in Albanian, Cambodian, French, Haitian Creole, Hmong, Korean, Polish, Portuguese, Serbian and Vietnamese. We also have received considerable material from Region 1, including a disk with the boilerplate "Notice of Rights" paragraph in Albanian, Polish, Portuguese, Spanish and Vietnamese. We will provide these translations to you electronically, upon request.

We have also set forth as Attachment No. 2 a list of the foreign language election notices available from Operations-Management as well as those available from the Forms Management Unit. Attachment No. 2 also contains a list of other foreign language documents that Operations-Management has received, principally from Region 24, and which can be made available upon request.

Attachment No. 3 lists translators who have been found to be reliable and reasonable by Regional or Headquarters' staff members. Finally, we are also providing, as Attachment No. 4, courtesy of Jenny Merhej, Compliance Assistant in Region 1, instructions on how you can type International Characters on your own computers.

We are also currently consulting with the Information Technology Branch to determine whether some of these notices can be made available electronically to the Regional Offices. We are exploring with ITB the cost and effectiveness of translation software which is currently on the market. We have been advised that website translations are also available on a limited basis, but the feasibility and desirability of using this tool remains uncertain in light of confidentiality and other concerns. We will be providing updates on these efforts as they become available.

It is anticipated that substantial savings can be realized in translation costs if the language used in these notices and other documents can be recycled, with minor adjustments, to suit individual cases. By using these notices as guides, the time that translators should need to provide translated notices can be substantially reduced since they will not have to translate the entire notice, but can, instead, merely appropriately modify a previously prepared notice. It is our suggestion that the Regions attempt to contract with a translator who can provide a copy of the translation on disk as well as a hard copy so that the Regions can later save time and money by recycling and printing out the language contained on the disk. The Regions may also find that, for the purpose of translating portions of these and other notices, hourly translation costs can be reduced by seeking bids from professors or proficient graduate students at local universities rather than by contracting with local professional translation services.

In the interim, we request that the Regions continue to send to DAGC Helen Marsh in Operations-Management copies of any foreign language disks of notices and any corresponding hard copies that the Regions may have obtained. Also please impart to her any Best Practices that your Region may have implemented for reducing interpreter/translations expenses. We are truly very grateful for all of the assistance that we have received in our efforts to compile and disseminate these attachments and we hope that you find them to be useful and adaptable tools.

R.A.S.

Attachments

cc: NLRBU

MEMORANDUM OM 99-18

**ATTACHMENT NO. 1: LIST OF FOREIGN LANGUAGE NOTICES AND
BOILERPLATE LANGUAGE AVAILABLE FOR DISTRIBUTION TO
THE REGIONAL OFFICES UPON REQUEST**

This is the list of foreign language notices that remedy unfair labor practices and that have been previously posted pursuant to settlements, Board or Court Orders. Xeroxed copies of these notices and their corresponding English translations will be mailed to the Regions upon request.

The notices are listed alphabetically by language: Albanian, Cambodian, French, Haitian Creole, Hmong, Korean, Polish, Portuguese, Serbian, Spanish and Vietnamese. Unless otherwise indicated, the notices in each section are arranged in numerical order by their NLRB Form numbers. For example, all Notices in Spanish on FORM NLRB 4722 will be followed by all forms in Spanish on FORM NLRB 4724. The content of each notice is described briefly, followed, in bold, by the name of each case, when the case name is available. Where no Form numbers or case names are available, a description of the content of the remedial language paragraphs is provided.

Our description of the content of the notices explains what types of unfair labor practices are remedied in the notices. Unless otherwise indicated, all notices contain the standard boilerplate Notice of Rights language, the negative remedial provisions (WE WILL NOT...) as well as the affirmative remedial provisions (WE WILL...) Thus, for example, if a particular notice is cited as remedying 8(a)(3) discharge allegations, the actual notice will generally state that the Employer will not continue to discharge employees for specified unlawful reasons and the notice will provide for restoration of the status quo ante for the affected employees, including reinstatement, back pay, restoration of lost benefits and expungement of any reference to the discharge in the employees' record.

We also have a disk containing the standard Notice of Rights boilerplate language in Albanian, Polish, Portuguese, Spanish and Vietnamese and will attempt to transmit this data electronically, upon request.

It is anticipated that substantial savings can be realized in translation costs to the Regions if the foreign language paragraphs which appear in these notices can be recycled, with minor adjustments, to suit individual cases.

ALBANIAN

General Notice of Rights boilerplate on disk and hard copy

Form NLRB 4722 (10-70) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discharge for union activities
- Threats of plant closure and to discharge for signing union cards or for distributing union materials
- Surveillance of employees engaged in handbilling or other protected activity
- Solicitation of employees to withdraw their union authorization cards
- Promises of benefit, including pay raises, for not supporting the union
- Interrogating and polling employees (**Rogers Foam Corporation**)

CAMBODIAN

Form NLRB 4722(10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(1) conduct including:

- Interrogations
- Promising and granting benefits (**The Leather Factory, Inc.**)

FRENCH

General Notice of Rights boilerplate

(No Form indicated) Language remedying 8(a)(3) conduct including:

- Suspension and discharge because of union activities

(No Form indicated)Language remedying 8(a)(3) and (1) conduct including:

- Termination for union activities
- Creating the impression of surveillance
- Threatened loss of jobs
- Solicitation of employee complaints and grievances
- Termination of health insurance because employees cooperated in a NLRB investigation.
- Make whole remedy for losses incurred as the result of cancellation of health benefits

HAITIAN CREOLE

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(1) conduct including:

- Interrogations regarding union membership, activities and sympathies
- Requests to ascertain and disclose the union activities of co-workers
- Creating the impression that union activities are under surveillance
- Soliciting employees to work against the Union

- Threats of plant closure, loss of benefits, loss of a pay raise and discharge
- Threats of unspecified reprisals
- Promises of benefits and improved terms and conditions of employment
- Telling employees to stop taking about the union (**NutraMax Products, Inc.**)

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(3) and (1) conduct including:

- Solicitation of grievances to discourage union activities
- Threatened loss of benefits such as coffee breaks and pensions
- Promises of sick leave benefits and wage increases to discourage union activity
- Granting sick leave benefits to discourage union activities
- Giving employees the impression that union activities are under surveillance
- Telling employees that they would be discharged
- Interrogating employees about union activities (**Associated Catholic Hospitals, Inc.**)

- **Form NLRB 4722** (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a) (1) conduct including:
 - Telling employees that they will be fired if they vote for the Union
 - Telling employees that Blue Cross will cancel our contract if employees vote for the union.
 - Telling employees that they will receive wage increases or better benefits (**Executive Cleaning Service, Inc.**)

HMONG

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director and remedying 8(a)(3) and (1):

- Disciplinary actions
- Threats
- Surveillance
- Interrogation
- Unequal enforcement of no-solicitation rules. (**Anchor Food Products, Inc.**)

KOREAN

(Unnumbered) Notice remedying 8(a)(3) and (1) conduct including:

- Discharge and other discriminatory action because employees signed a petition or engaged in union or protected, concerted activities.
- Providing parties and prizes to influence the outcome of the election
- Threats of plant closure
- Threats to reduce wages and benefits if the union is selected to represent employees
- Promises of benefits or improved terms and conditions of employment in order to

discourage support for the Union (**Twelve Signs**)

POLISH

General Notice of Rights boilerplate on disk and hard copy

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(3) and (1) conduct including:

- Solicitation of grievances to discourage union activities
- Threatened loss of benefits such as coffee breaks and pensions
- Promises of sick leave benefits and wage increases to discourage union activity
- Granting sick leave benefits to discourage union activities
- Giving employees the impression that union activities are under surveillance
- Telling employees that they would be discharged
- Interrogating employees about union activities (**Associated Catholic Hospitals, Inc.**)

Form NLRB 4724 (10-70) Notice to Employees Posted Pursuant to A Settlement Agreement Approved by a Regional Director, remedying 8(a)(5), (3) and (1) conduct including:

- Refusal to recognize the Union
- Refusal to permit access to the Union
- Discharges
- Promises of benefits
- Discriminatory enforcement of no-solicitation rule
- Threats to arrest Union representatives (**Ameripride Linen and Apparel Services**)

Form NLRB 4724 (10-70) Notice to Employees Posted Pursuant to A Settlement Agreement Approved by a Regional Director, remedying 8(a)(1) conduct including:

- Surveillance to discourage employees from engaging in union and/or protected, concerted activities
- Solicitation of grievances with the implied promise of a benefit
- Grant of benefits to employees, such as breaks (**K-Bro Linen Systems**)

PORTUGUESE

General Notice of Rights boilerplate on disk and hard copy

Form NLRB 4722 (10-70) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, describing the bargaining unit on a fishing vessel and remedying 8(a)(5) and (1) conduct including:

- Unilaterally changing terms and conditions of employment
- Make whole remedy includes recognizing and bargaining with union, canceling unilateral changes and making employees whole for loss of benefits suffered because

of unilateral changes and also making whole a welfare fund by making contributions from the date or dates contributions ceased (**Cunhas Fishing Corporation F/V Ria De Aveiro**)

Form NLRB 4722 (10-70) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying 8(a) (1) conduct including:

- Soliciting employees to repudiate the union
- Promising increases in wages and benefits if employees repudiate the union
- Threatening to close or to move if the employees do not repudiate the union
- Telling employees that their failure to participate in picketing of the Union will disqualify them from voting in NLRB election
- Surveiling union activities
- Engaging in degrading and abusive conduct toward the union business agent in the presence of the employees. (**Ideal Bias Binding Corp.**)

Form NLRB 4722 (10-70) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discharging and otherwise discriminating against employees because of union activities
- Telling employees that there will be more difficult work standards if the union gets in
- Giving employees the impression that their union activities are under surveillance
- Telling employees that they will be fired and otherwise discriminated against because of their union activities
- Telling employees that their pay will be cut if the union gets in
- Promises of benefits
- Grant of insurance benefits (**Empire Laundry, Inc.**)

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(1) conduct including:

- Interrogations regarding union membership, activities and sympathies
- Requests to ascertain and disclose the union activities of co-workers
- Creating the impression that union activities are under surveillance
- Soliciting employees to work against the Union
- Threats of plant closure, loss of benefits, loss of a pay raise and discharge
- Threats of unspecified reprisals
- Promises of benefits and improved terms and conditions of employment
- Telling employees to stop talking about the union (**NutraMax Products, Inc.**)

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(1) and (2) conduct including:

- Deducting dues from employees' wages without authorization
- Recognizing a union before it was certified and giving effect to contract

- Recognizing a union before it was certified and giving effect to contract
- Ordering employees to attend union meetings or to sign union authorization cards
- Permitting representatives of one union to distribute union authorization cards on the premises during work time and declining to permit representatives of another union to do so.
- Promulgating or maintaining a rule prohibiting employees from talking to representatives of a union
- Threatening employees with discharge or other reprisals if they refuse to sign union authorization cards
- Soliciting union authorization cards, conducting union meetings and otherwise supporting a union
- Threatening employees with loss of hours (**Planned Building Services, Inc.**)

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(3) and (1) conduct including:

- Solicitation of grievances to discourage union activities
- Threatened loss of benefits such as coffee breaks and pensions
- Promises of sick leave benefits and wage increases to discourage union activity
- Giving employees the impression that union activities are under surveillance
- Telling employees that they would be discharged
- Interrogating employees about union activities (**Associated Catholic Hospitals, Inc.**)

Form NLRB 4277 (10-70) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying:

- Discharge for union activities
- Threats of plant closure and threats to discharge for signing union cards or for distributing union materials
- Surveillance of employees engaged in handbilling or other protected activity
- Solicitation of employees to withdraw their union authorization cards
- Promises of benefits including pay raises for not supporting the union
- Interrogating and polling employees (**Rogers Foam Corporation**)

SERBIAN

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a) (3) and (1) conduct including:

- Discrimination by terminating or suspending employment for union and protected, concerted activities
- Prohibition against distribution of union literature in non-work areas (**Eagle Industries**)

SPANISH

General Notice of Rights boilerplate on disk and hard copy.

Form NLRB 4722SP (3-71), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, describing a production and maintenance unit and remedying 8(a)(5) and (1) conduct including:

- Unilaterally implementing a mid-term change in the contract by implementing a credit union program
- Refusing to provide information to the union
- Refusing to bargain at reasonable times and places and canceling scheduled sessions because employees engaged in a work stoppage
- Reneging on an agreement to allow union representatives access and participation in meetings with state officials to discuss the layoffs
- Proposing to the union that severance pay only be provided to employees who refrain from engaging in a work stoppage
- Interrogating employees
- Engaging in surveillance of employees' union activities
- Threatening to terminate employees or to deny them leaves of absence (**Brookshire Knitting Mills, Inc.**)

Form NLRB 4722SP (3-71) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director. Remedies 8(a)(1) and (3) conduct including:

- Disciplinary actions
- Threats
- Surveillance
- Interrogations
- Unequal enforcement of no-solicitation rules. (**Anchor Food Products, Inc.**)

Form NLRB 4722SP (3-71) Notice to Employees, Posted Pursuant to a Settlement Agreement Approved by the Regional Director and remedying 8(a)(1) and (2) conduct, including:

- Assisting Recertification efforts by furnishing employees with an attorney
- Arranging meetings with the attorney
- Initiating conversations with employees to inform them of how to decertify the union
- Engaging in surveillance by taking pictures of employees and their union insignias. (**Polco Metal Finishing, Inc.**),

Form NLRB 4722 SP (3-71), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(1) conduct including:

- Interrogations regarding union' membership, activities and sympathies
- Requests to ascertain and disclose the union activities of co-workers
- Creating the impression that union activities are under surveillance

- Soliciting employees to work against the Union
- Threats of plant closure, loss of benefits, loss of a pay raise and discharge.
- Threats of unspecified reprisals.
- Promises of benefits and improved terms and conditions of employment
- Telling employees to stop taking about the union (**NutraMax Products, Inc.**)

Form NLRB 4722SP (3-71), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(5) and (1) conduct including:

- Refusing to bargain by changing existing terms and conditions of employment by eliminating a retention bonus, eliminating a uniform bonus, changing past practice of paid time to cash checks, changing coffee break policy by requiring employees to punch in and out for coffee breaks, failing to pay Christmas bonus
- Engaging in dilatory tactics during negotiations
- Failing to provide information
- Disparaging the union
- Threatening employees with delaying benefits payments
- Threatening employees with disciplinary action, loss of benefits, unspecified reprisals
- Promulgating an overly broad no distribution rule
- Creating the impression of surveillance of union activities (**Fundacion Hospital Metropolitano**)

Form NLRB 4722SP (3-71) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discharge for union activities
- Threats of plant closure and threats to discharge for signing union cards or for distributing union materials
- Surveillance of employees engaged in handbilling or other protected activity
- Solicitation of employees to withdraw their union authorization cards
- Promises of benefits, including pay raises, for not supporting the union
- Interrogating and polling employees (**Rogers Foam Corporation**)

Form NLRB 4722SP (3-71), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discrimination by terminating or suspending employment for union and protected, concerted activities
- Prohibition against distribution of union literature in non-work areas (**Eagle Industries**)

Form NLRB 4722SP (3-71) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discharging and otherwise discriminating against employees because of union activities
- Telling employees that there will be more difficult work standards if the union gets in
- Giving employees the impression that their union activities are under surveillance
- Telling employees that they will be fired and otherwise discriminated against because of their union activities
- Telling employees that their pay will be cut if the union gets in
- Promises of benefits
- Grant of insurance benefits (**Empire Laundry, Inc.**)

Form NLRB 4722SP (3-71), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(3) and (1) conduct including:

- Solicitation of grievances to discourage union activities
- Threatened loss of benefits such as coffee breaks and pensions
- Promises of sick leave benefits and wage increases to discourage union activity
- Granting sick leave benefits to discourage union activities
- Giving employees the impression that union activities are under surveillance
- Telling employees that they would be discharged
- Interrogating employees about union activities (**Associated Catholic Hospitals, Inc.**)

Form NLRB 4722SP (3-71), Notice to Employees, Posted Pursuant to a Settlement Agreement approved by a Regional Director. Remedies 8(a)(5), (3) and 8(a)(1) allegations, including:

- Refusal to bargain
- Discharges
- Solicitation of employees to petition for decertifying the Union (**Dover Elevator of Puerto Rico**)

Form NLRB 4722SP (3-71), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(1) conduct including:

- Interrogations
- Creating the impression of surveillance
- Threatening to discharge
- Inviting employees to resign (**Lone Star Corrugated Container Corporation**)

Form NLRB 4724 SP (3-71), Notice to Employees Posted Pursuant to A Settlement Agreement Approved by a Regional Director. Remedies 8(a)(5), (3) and (1) conduct including:

- Refusing to recognize the Union, refusing to permit access to the Union,
- Discharge of employees
- Promises of benefits
- Discriminatory enforcement of no-solicitation rule

- Threats to arrest Union representatives (**Ameripride Linen and Apparel Services**)

Form NLRB 4727SP (9-69), Notice to Employees, Posted by Order of the National Labor Relations Board Notice to Employees, and **Form 4783SP** (3-71), Posted Pursuant to a Judgment of the U. S. Court of Appeals enforcing a Board Order and remedying 8(a)(3) and (1) allegations, including:

- Discharges
- Creating the impression of surveillance
- Threats that organizing would be futile (**Horizons Hotel Corporation d/b/a Carib Inn and Tennis Club**)

Form NLRB 4727SP (9-69), Notice to Employees Posted by Order of the National Labor Relations Board, remedying 8(a)(3) and (1) conduct including:

- Discharges
- Threats to discharge (**Watpro Services**)

Form NLRB 4727SP (3-71), Notice to Employees Posted by Order of the National Labor Relations Board, remedying 8(a)(5) and (3) allegations, including:

- Discharges
- Unilateral elimination of group leader positions (**Sartorius, Inc.**)

Form NLRB 4727SP (3-71), Notice to Employees, Posted by Order of the National Labor Relations Board, remedying 8(a)(3) and (1) allegations including:

- Discharges
- Threat to close (**Sartorius, de Puerto Rico, d/b/a A-1 Portable Toilet Services**)

Form NLRB-4728 (9-69), Notice to Employees, Board Order remedying 8(a)(5), (3) and (1) allegations including:

- Refusal to recognize and bargain with the Union
- Implementing unilateral changes
- Refusing to furnish information
- Failing to hire and to consider individuals for employment (**Bultman Enterprises, inc., d/b/a Le Rendezvous Restaurant**)

Form NLRB 4783 (12-70), Notice to Employees, Posted Pursuant to a Judgment of the U. S. Court of Appeals enforcing a Board Order and remedying 8(a)(3) conduct Including:

- Discharges
- Disciplinary action (**Holsum Bakers of Puerto Rico, Inc.**)

Form NLRB 4783 (12-70), Notice to Employees, Posted Pursuant to a Judgment of the U. S. Court of Appeals, enforcing a Board Order and remedying 8(a)(3) and (1) allegations including:

- Granting wage increases
- Changing overtime pay policies and attendance policies

- Promises of wage increases
- Warning employees not to talk about the union. (**Wis-Pak Foods, Inc.**)

Form NLRB 4783SP (3-71), Notice to Employees Posted Pursuant to a Judgment of the United States Court of Appeals, Enforcing an Order of the National Labor Relations Board and describing a unit of production and maintenance employees and remedying the following 8(a)(5) conduct:

- Refusing to bargain by unilaterally changing the wages and commencing the use of employees from a temporary service (**Clark United Corporation**)

Form NLRB 5002 (7-77) Notice to Employees Posted Pursuant To An Order Of The United States Court of Appeals Holding the Undersigned in Contempt. Employer agreed to:

- Fully obey and comply with the Court's judgment
- Restore the terms of the basic health benefit plan
- Restore terms and conditions of employment
- Sign, duplicate and mail copies of the Notice and the adjudication to employees and submit a list of such persons and their addresses to the Regional Director
- File sworn statements with the Clerk and a copy to the Regional Director showing steps taken to comply with the Court's directive
- Pay the Board all costs incurred in the contempt proceeding
- (Further provisions ordered by the Court and Court reserves jurisdiction) (**Pilgrim Industries**)

Form NLRB 5155 (5-80), Notice to Employees Posted Pursuant to a Settlement Approved by an Administrative Law Judge, remedying 8(a)(5), (3) and (1) conduct:

- Failure to recognize and bargain with the Teamsters
- Unilateral changes in working hours
- Elimination of coffee breaks
- Failure to pay employees for the full hours worked
- Discharges
- Threats of discharge, plant closure and unspecified reprisals
- Threats to file for Bankruptcy
- Interrogation of employees about union and protected, concerted activities
- Telling employees that it would be futile to seek union representation
- Telling employees that they will be blacklisted
- Urging employees to resign because of protected, concerted activities
- Promulgation of overly broad no solicitation rules
- Sponsoring a petition to get rid of the union (**Garcia Trucking**)

Language (No Form provided) Remedying 8(a)(5), (3) and (1) conduct including:

- Unilateral changes, merit wage increases, altering layoff procedures (make whole remedy)

- Refusal to provide relevant information
- Telling employees they will not receive a wage increase because of the union
- Interrogation about union activities and sympathies (**Avon Home Fashions, Inc.**)

Language remedying 8(a)(1) conduct including:

- Interrogations
- Promising and granting benefits (**The Leather Factory, Inc.**)

In addition to copies of the Forms listed above which are available in Spanish, we have also received from Region 31 an excellent catalogue of Spanish language translations for providing remedies for the following conduct:

- Discharging employees to discourage union activities
- Issuing warnings for not producing a letter from the workers comp insurance carrier's doctor
- Refusing to process workers' compensation claims
- Granting raises
- Refusing to employ or hire in order to discourage union membership
- Imposing or threatening to impose more onerous working conditions
- Threatening to replace
- Threatening to call the Immigration and Naturalization Service if employees engage in a strike
- Implementing unilateral changes in wages, hours, benefits and working conditions because employees attempted to enforce the contract
- Reducing the hours of work
- Promising to increase wages to discourage union activity
- Engaging in violence against employees engaged in protected picketing activities
- Engaging in picketing by blocking entrances, pushing, interfering with public access, shouting (other conduct, related to 8(b)(4) objective)
- Requiring any employee represented by the Union to take part in an investigatory interview where the employee has reasonable grounds to believe. . . (**Weingarten Rights**)
- Instituting unilateral changes such as absenteeism and tardiness policy, restricting Employees' use of the bathroom, instituting a written warning system, changing work and overtime practices

Affirmative provisions in the Region 31 catalogue provide for:

- Making employees whole for backpay and benefits
- Removing from employees' files reference to the discharge
- Expunging references to discharge and discipline from employees' records
- Notifying (specific employees) of the removal from their files any reference to discharge
- Satisfying an obligation to bargain (general affirmative bargaining clause)
- Paying contractual benefits (general affirmative requirement to follow the collective-bargaining agreement)

- Declining to offer reinstatement to an employee who does not desire reinstatement

That packet also contains language describing a restaurant and hotel bargaining unit and a production and maintenance unit.

VIETNAMESE

General Notice of Rights boilerplate on disk and hard copy

Form NLRB 4722 (10-70), Notice to Employees Posted Pursuant to a Settlement Agreement Approved by the Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discrimination by terminating or suspending employment for union and protected, concerted activities
- Prohibition against distribution of union literature in non-work areas (**Eagle Industries**)

Form NLRB 4722 (10-70) Notice to Employees Posted Pursuant to a Settlement Agreement Approved by a Regional Director, remedying 8(a)(3) and (1) conduct including:

- Discharge for union activities
- Threats of plant closure and threats to discharge for signing union cards or for distributing union materials
- Surveillance of employees engaged in handbilling or other protected activity
- Solicitation of employees to withdraw their union authorization cards
- Promises of benefits including pay raises for not supporting the union
- Interrogating and polling employees (**Rogers Foam Corporation**)

ATTACHMENT NO. 2 - OTHER AVAILABLE FOREIGN LANGUAGE DOCUMENTS

Operations-Management was provided with hard copies of Election Notices, courtesy of Kathleen Baines in Region 7, set forth below. Updating and other appropriate modifications may be necessary.

Albanian	Japanese	Spanish
Arabic	Korean	Tagalog
Cambodian	Laotian	Thai
Chinese	Macedonian	Vietnamese
Croatian	Muong	South West Indian (Malayalum)
French	Polish	West Indian(Gujarati)
Greek	Romanian	Yugoslavian
Hindi	Samoan	
Hmong	Serbian	
Italian	Slovenian	

The Regions should also be aware that the Forms Management Unit in Headquarters has Foreign Election Notices in the following languages. The list below also indicates whether copies of ballots are available in foreign languages and also the date(s) on which the notices were provided to Forms Management from the Regional Offices. These Forms may need to be updated or otherwise modified.

Bengali - Ballot (8/91) Source: Region 22
 Cambodian - Ballot (1/92)
 Chinese - Ballots (5-91)
 Creole- 1/96 Source: Region 12
 Czech - Ballot
 Ethiopian - Ballot
 French - Ballot (5/91)
 German - (5/91)
 Greek - Ballot (5/94)
 Hindi - Ballot
 Hmong - Ballot (5-91)
 Italian - (5/91)
 Japanese - (4/90)
 Korean - (4/90)
 Laotian - Ballot
 Mandarin Chinese - Ballot (Source: Region 16)
 Polish - Ballot
 Portuguese- (5/91)
 Punjab - Source: Region 19
 Rumanian - Ballot (1/91)
 Russian - Ballot (5/91)

Samoan - (4/90)
Serbo-Croatian - (12/98) Source: Region 1
Spanish - Ballot (1/92)
Tagalog - (5/91)
Thai - Ballot (5/91)
Tongan-Ballot (5/91)
Vietnamese - (4/90) –

Among the other materials principally provided by Region 24, and which we can make available are:

1. Spanish/English Witness Claim Instructions.
2. Spanish Language letters, questionnaires for investigations.
3. Regional contract securing oral translation services(In English)

ATTACHMENT NO. 3 - AVAILABLE TRANSLATION SERVICES

This list for translation services was provided by Regional Offices and Headquarters staff.

General Translations:

Linguistic Services

(617) 864-3900 X-24

Fax (617) 864-5186

Albanian Translations:

Agron Alibali

21 Bowdoin Street, #5A

Boston, MA 02114

(617) 248-0229

Cambodian Translations:

Wovin Chou

Tel: (215) 329-1018,

Fax (215) 455-7607

Haitian-Creole Translations

Marx Aristide - (202) 462-6642, 393-4373, X 403

Nancy Andre Smith (301) 725-4213 (Haitian Creole and Patois)

Some Regions have also had success in locating translators for Haitian Creole and Gujarati (an Indian dialect) by contacting local universities, churches and international associations.

Portuguese Translations:

Massachusetts Alliance of Portuguese Speakers

Cambridge, MA

(617) 628-6065

Pedro Bicudo and Armanda Bicudo

1364 Robeson Street

Fall River, VIA 02720

(508) 675-8617, Fax (508) 646-1942

Al Medeiros

(617) 722-2060

Fax (617) 722-2897

Vietnamese Translations:

Richard-Hoang

Vietnamese Translation Service

1030 South 8th Street

Philadelphia, PA 19147

Tel: (215) 527-8743,

Fax (215) 625-9772